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Getting started with Donor Strategy and Member Strategy Allocations Module

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Getting started with the Donor Strategy and Member Strategy
Allocations Module

Introduction

Tracking income allocated to Individuals, Organisations, Projects or other Contacts is an essential requirement for many charities and associations.

Whether assigning all or part of a donation to fund the work of a Missionary, allocating Gift Aid from a donation to a specific Project, or distributing income to other organisations, the Allocations Module can help record and track such allocations.

Using the Module you can:

- Split Receipt income between Recipients
- Split Receipt Gift Aid between Recipients
- Allocate Campaign Income to Recipients
- See where income has been allocated from
- Maintain anonymity, where required

Any Individual, Organisation or other Contact within the core database can be flagged as a "Recipient". If you are assigning income to Projects, these can be created as Organisations so you can allocation funds to them.

Any Receipt (Donation or similar form of income) can be assigned to a Recipient. You can allocate all of the net income, or just part of it. You can also allocate elements of the net income to more than one Recipient, for maximum flexibility. Similarly, you may choose to allocate all or part of the Gift Aid income, either in isolation of the net income or in addition to it.

Any Regular Transaction (Regular Giving Commitment) can be assigned to a Recipient. You can allocate all of the net income, or just part of it. You can also allocate elements of the net income to more than one Recipient, for maximum flexibility. Similarly, you may choose to allocate all or part of the Gift Aid income, either in isolation of the net income or in addition to it.

At the time of writing, it is not possible to use Allocations with Membership Income using the Memberships Module. It is also not possible, at this time, to assign Allocations to a Pledge or Grant Application.

This guide has been written to help you get started using this Module, identify how to use the other facilities within Donor Strategy and Member Strategy to compliment the Allocations Module, and to show you how to make the whole solution work best for you.

The document is in two parts

1) User Manual
   A detailed coverage of the tools and screens available within the Module.

2) Procedure Guides
   A series of step-by-step guides on how to achieve common tasks.

Section Roles

Individuals	Individuals can be identified as Recipients of Allocations, by ticking a field to identify this. You are then able to allocate money to the Individual from Receipts.
Orgs/Trusts	Organisations can be identified as Recipients of Allocations, by ticking a field to identify this. You are then able to allocate money to the Organisation from Receipts. If required, a Project could be created as an Organisation to enable you to track money that is being allocated to Projects.
Regular Transactions	Money can be allocated to Individuals or Organisations (that have been identified as Recipients of Allocations) from a Regular Transaction. You can allocate all or part of the net instalment income, and/or all or part of the Gift Aid of the instalment.
Receipts	Money can be allocated to Individuals or Organisations (that have been identified as Recipients of Allocations) from a Receipt. You can allocate all or part of the net income, and/or all or part of the Gift Aid.
Campaigns	Money can be allocated to Individuals or Organisations (that have been identified as Recipients of Allocations) directly from a Campaign in isolation of any specific Receipts. You can allocate all or part of the net income, and/or all or part of the Gift Aid.
Reports	The Reports section contains some standard Listing Reports and Letter Reports that you can customise for your own use.

Configuration

When your database is licenced to allow access to the Allocations Module, tab cards and other elements will be automatically enabled for you.

However, there are some other elements that you need to add to reflect the requirements of your own organisation.

Automatic Adjustments

On enabling the Allocations Module, the following adjustments are made automatically:

>


A new Allocations tab is created for Individuals. This tab enables you to see the Allocations that have been made for this Individual.

>


A new Allocations tab is created for Organisations. This tab enables you to see the Allocations that have been made for this Organisation.

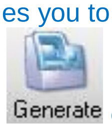
>


A new Allocations tab is created for Campaigns. This tab enables you to see the Allocations that have been made from this Campaign.

>


A new Allocations tab is created for Receipts. This tab enables you to see the Allocations that have been made from this Receipt.

>


A new Allocations tab is created for Regular Transactions. This tab enables you to see the Allocations that are to be made from this Regular Transaction each time you use the 

option.

Adding the Grant Recipient Tick Box to Individuals

If you allocate money from Receipts or Campaigns to Individuals, you will need to add the Grant Recipient? tick box.

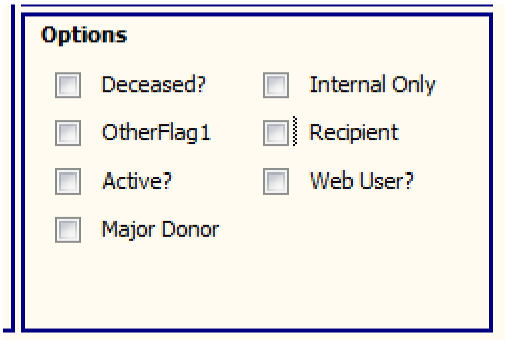
>

>

In this example, we are going to place the Grant Recipient? tick box on the 

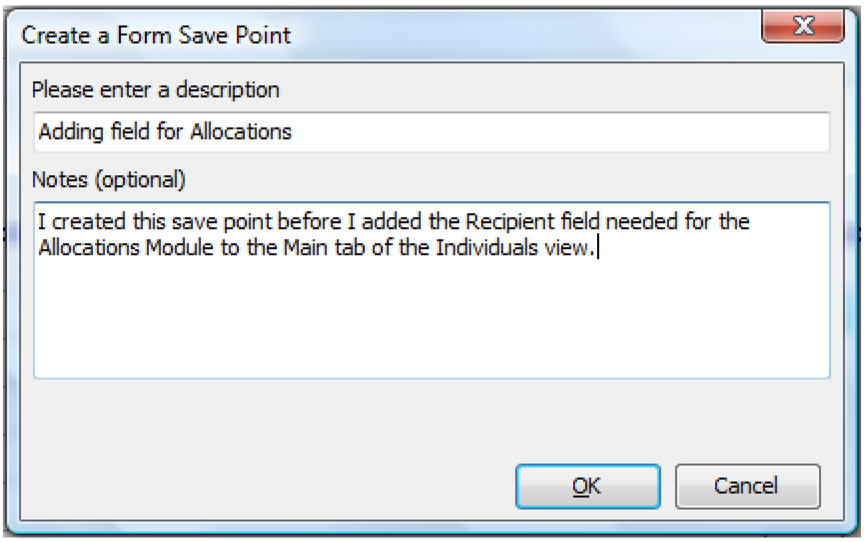
tab, but you may choose to place it elsewhere, if you wish.

We recommend you place the Grant Recipient tick box in this area:



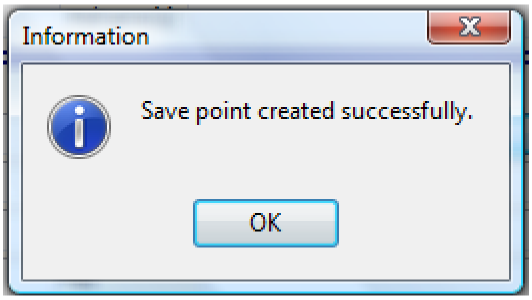
Whilst in the 

tab (or tab of your choice), choose Design > Create Save Point. Enter meaningful details into the Create a Form Save Point window fields, like this:



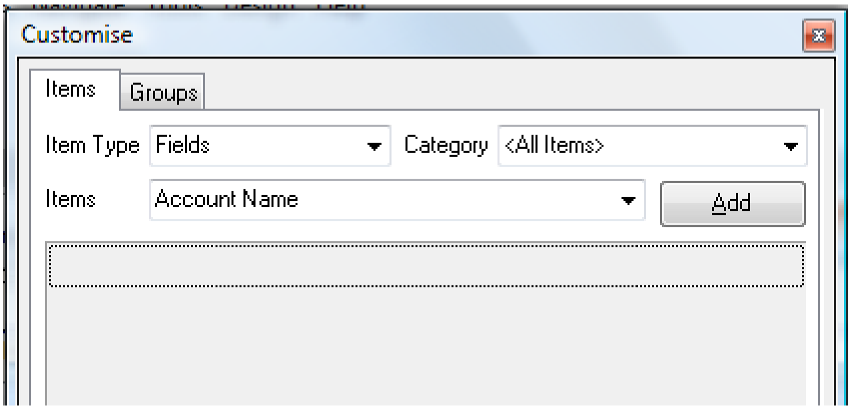
Then click 

to create the Save Point. You will then see a window that confirms the Save Point has been successfully created:



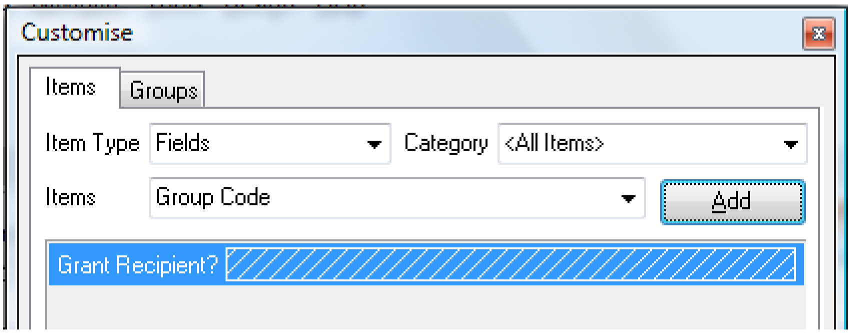
Click  to clear this window.

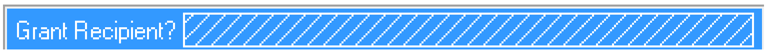
Now, to add the field, select Design > Customise. This will open the Customise window:

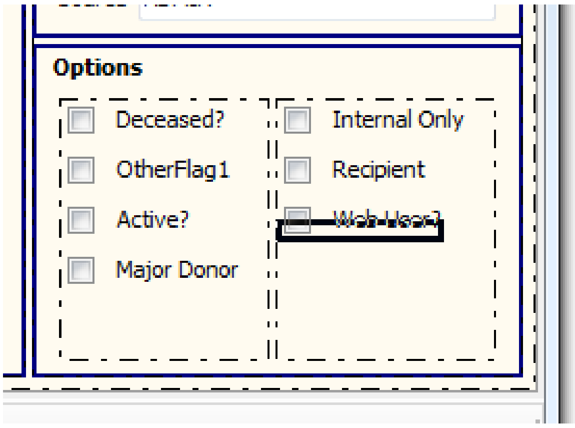


Next, ensure the Item Type is set to “Fields” and select “Grant Recipient?” from the Items list.

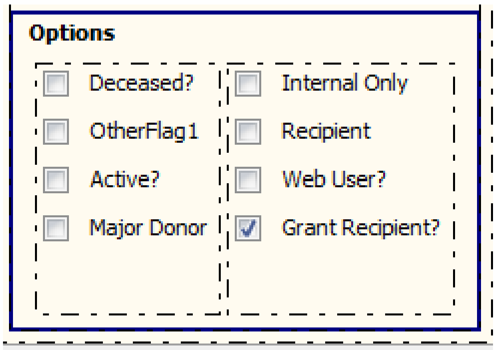
Now, with “Grant Recipient?” shown on the Items list, click  to add this field to the panel below:



With  highlighted, drag the Grant Recipient field onto the  tab, where you wish the field to be shown:



In this example, the field will be placed like this:



There is already a Recipient tick box here that we don't use. Can I remove this, to avoid confusion?

Yes. Whilst the Customise window is still shown, drag the  field onto the Customise window.

Finally, close the Customise window by clicking on the  in the top right corner of the Customise window.

Adding the Grant Recipient Tick Box to Organisations

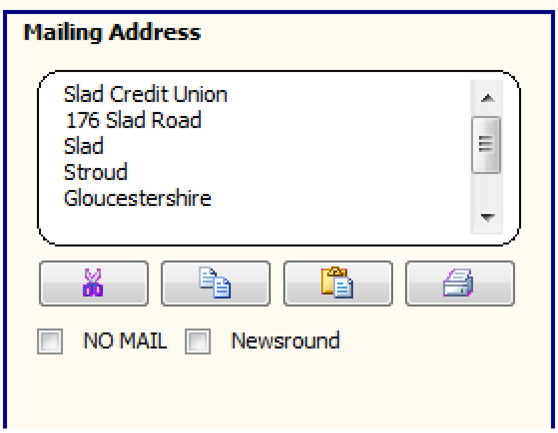
If you allocate money from Receipts or Campaigns to Organisations, you will need to add the Grant Recipient tick box.

> Double-click on an Organisation >

In this example, we are going to place the Grant Recipient tick box on the 

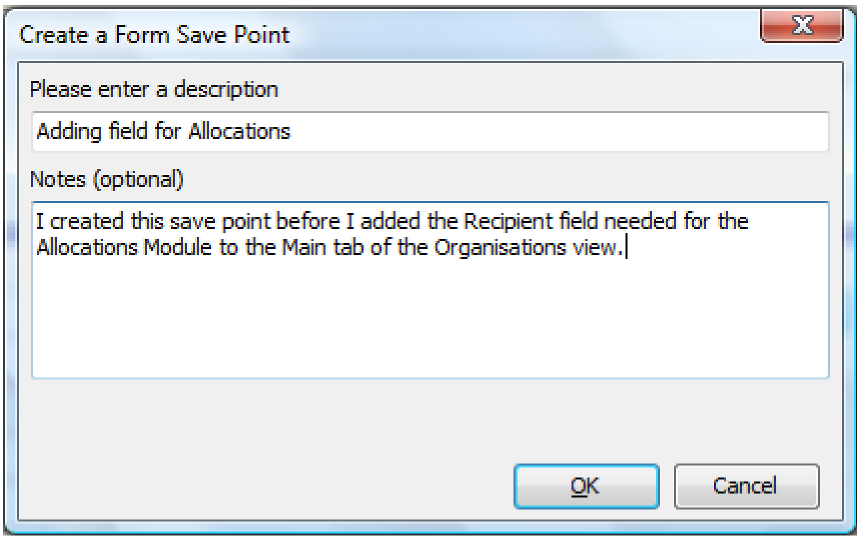
tab, but you may choose to place it elsewhere, if you wish.

We recommend you place the Grant Recipient? tick box in this area:



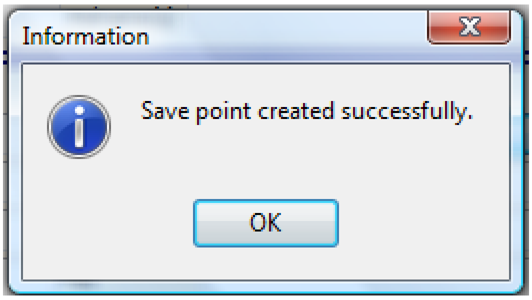
Whilst in the 

tab (or tab of your choice), choose Design > Create Save Point. Enter meaningful details into the Create a Form Save Point window fields, like this:



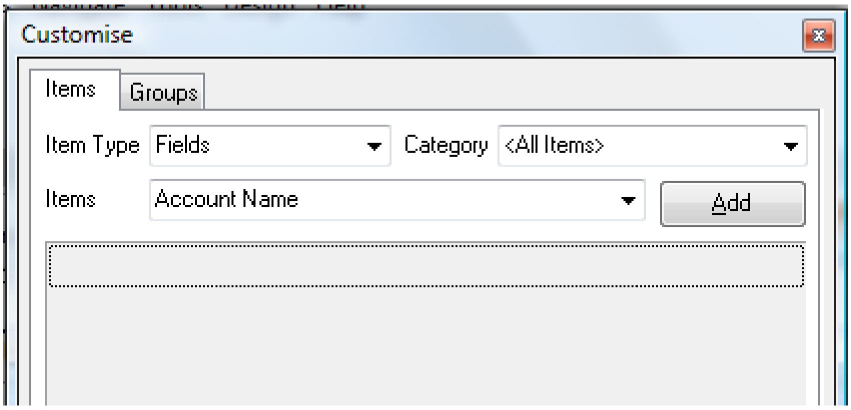
Then click 

to create the Save Point. You will then see a window that confirms the Save Point has been successfully created:



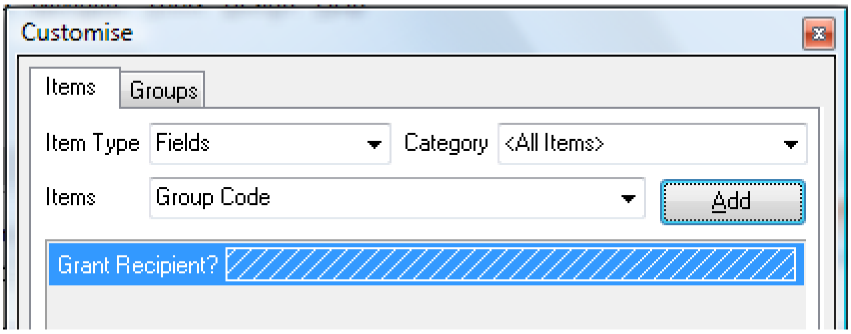
Click  to clear this window.

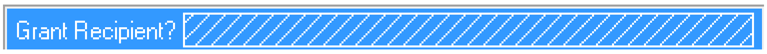
Now, to add the field, select Design > Customise. This will open the Customise window:



Next, ensure the Item Type is set to “Fields” and select “Grant Recipient?” from the Items list.

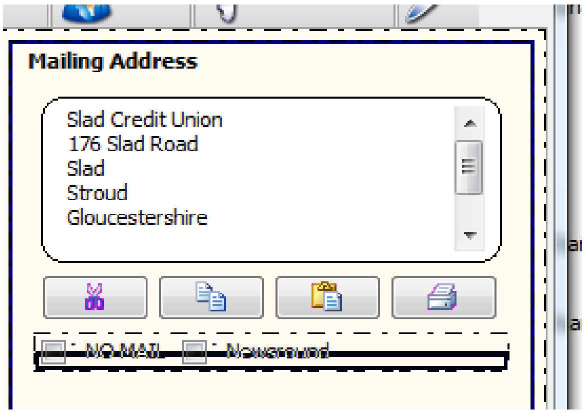
Now, with “Grant Recipient?” shown on the Items list, click  to add this field to the panel below:



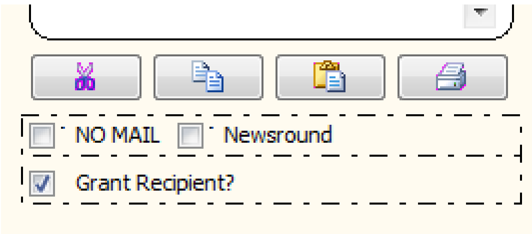
With 

highlighted, drag the Grant Recipient? field onto the 

tab, where you wish the field to be shown:



In this example, the field will be placed like this:



Finally, close the Customise window by clicking on the  in the top right corner of the Customise window

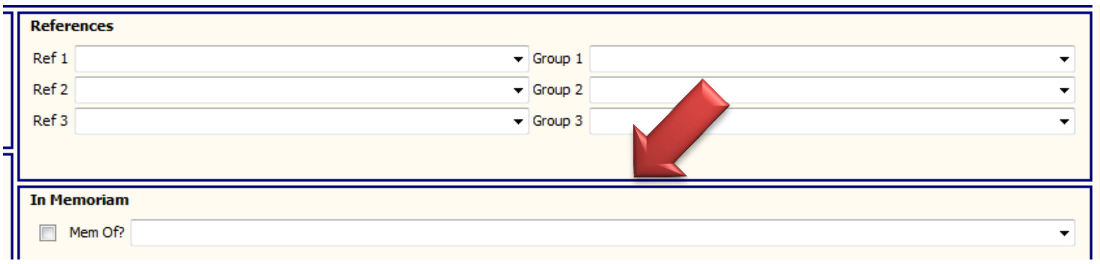
Optional: Adjusting the ability to allocate from a Receipt

An 

tab is automatically created for you when you have the Allocations Module licenced for your database. So, you need not make any adjustments, if you are happy to use this separate tab. However, if you would like the Allocations features to exist on the tab of Receipts, you can follow these instructions

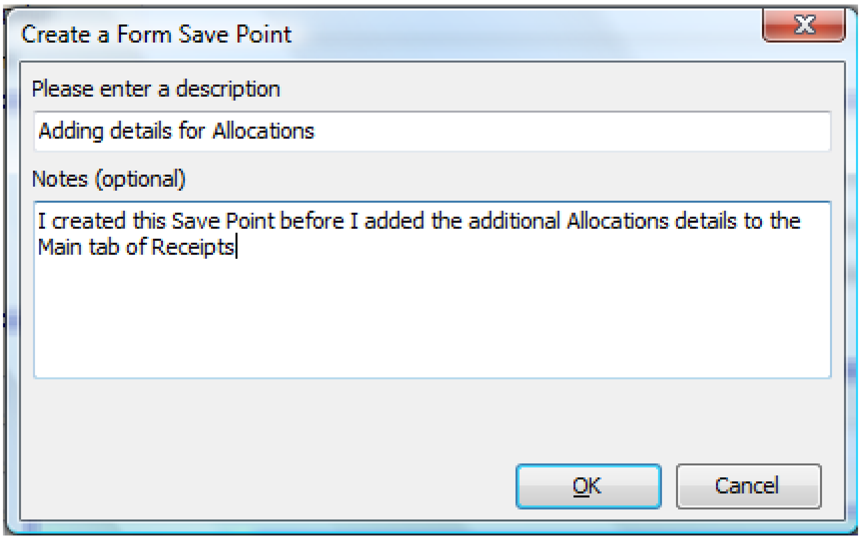
> Double-click on a Receipt > 

We recommend you place the Grant Recipient plugin in this area:



Whilst in the 

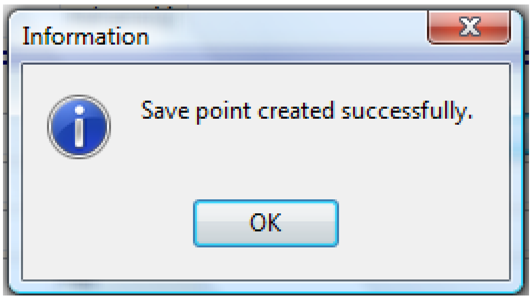
tab (or tab of your choice), choose Design > Create Save Point. Enter meaningful details into the Create a Form Save Point window fields, like this:



Then click 

to create the Save Point.

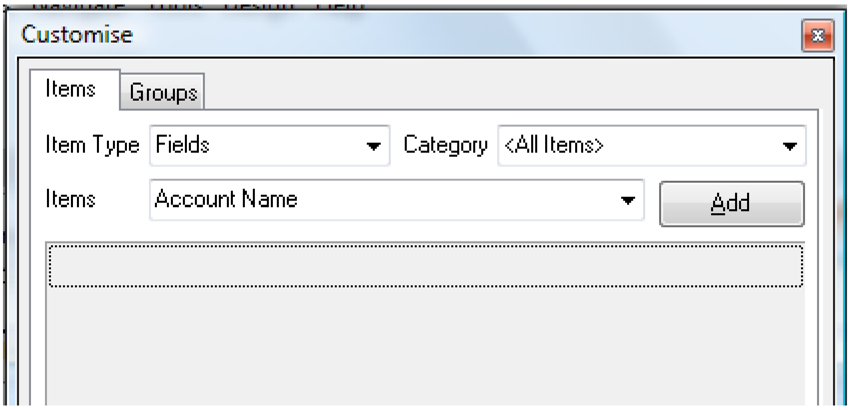
You will then see a window that confirms the Save Point has been successfully created:



Click 

to clear this window.

Now, to add the field, select Design > Customise. This will open the Customise window:

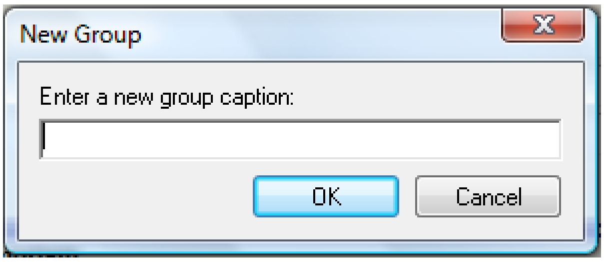


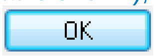
Go to the 

tab and click on 

to create a new Group (which makes the placement of the items you need much easier).

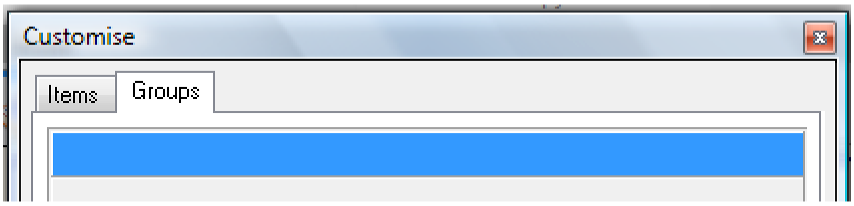
You will see a window like this:



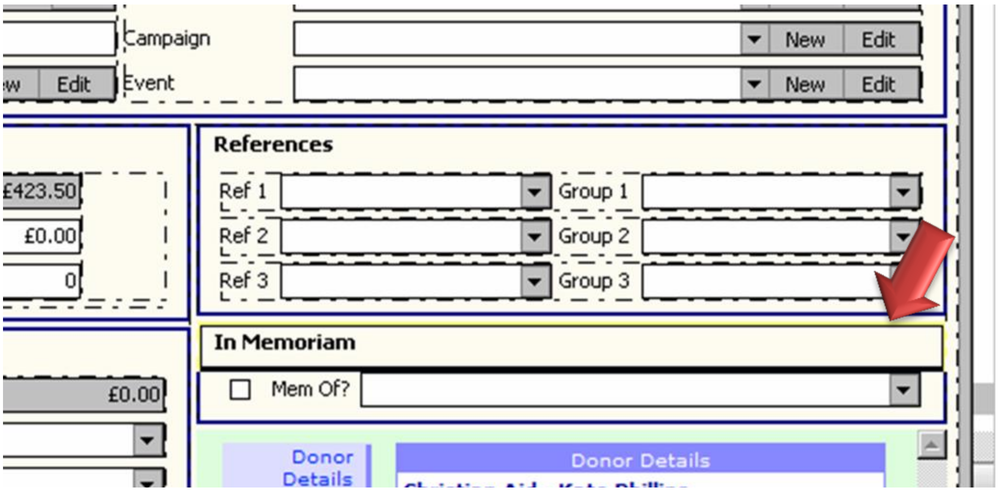
We recommend you ensure the Group Caption is left blank (so delete any default that is shown), but if you wish to give the Group a name, enter the text you would like to see. Next, click 

.

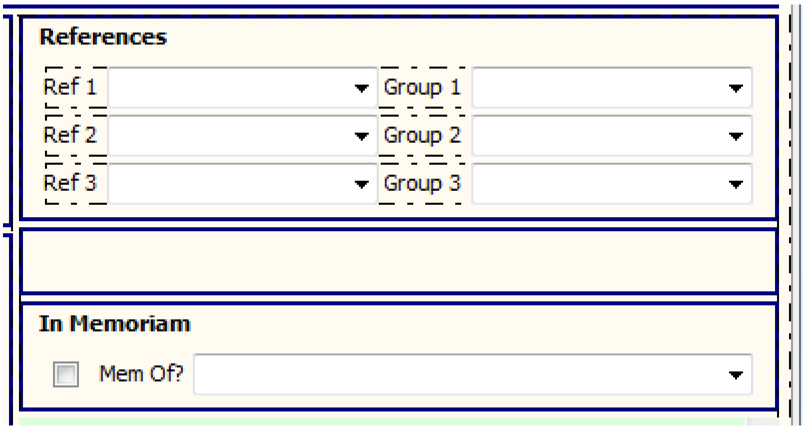
This (if you removed any Group Caption) will create an empty bar like this:



Drag this bar onto the  tab, where you wish the field to be shown:



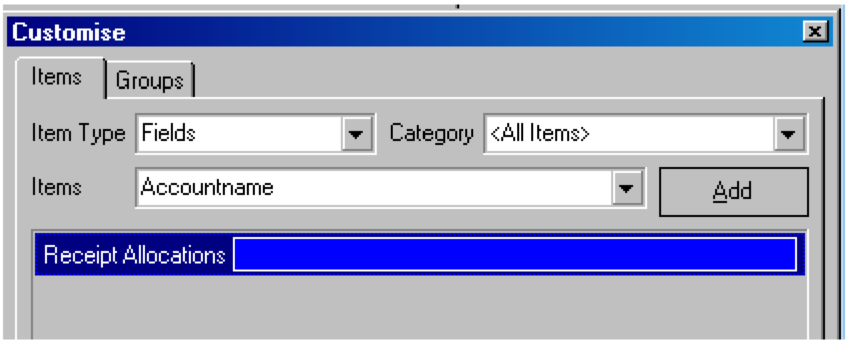
This will place the group like this:



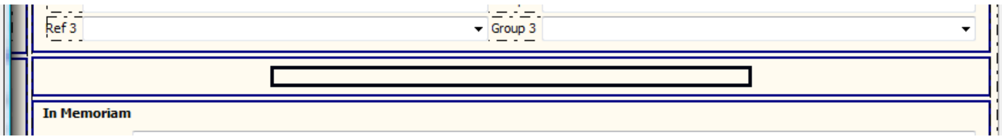
Now, with the Customise window still open, go to its  tab.

Ensure the Item Type is set to Item Type Plugins and select Items Receipt Allocations from the Items list and then click Add

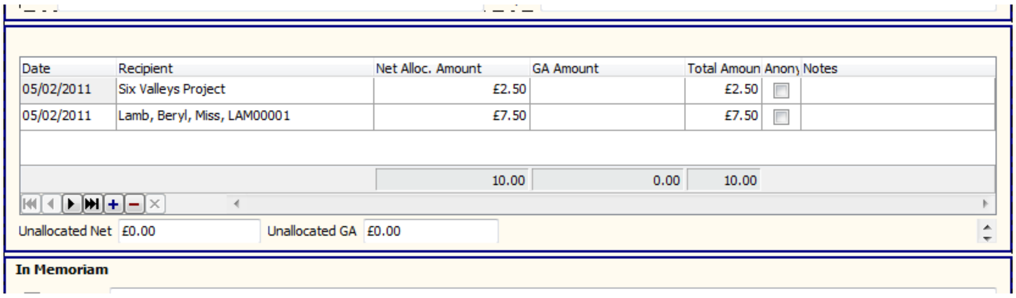
This will add it to the panel below:



Click on Receipt Allocations and drag it into the middle of the Group you placed earlier:



This could look like this:



In the Screen Properties within the Customise window for "Receipt Allocations", set the Height to 250 if it appears to be the wrong height and use the slider to adjust the size of the main grid.

Finally, close the Customise window by clicking on the ☒ in the top right corner of the Customise window.

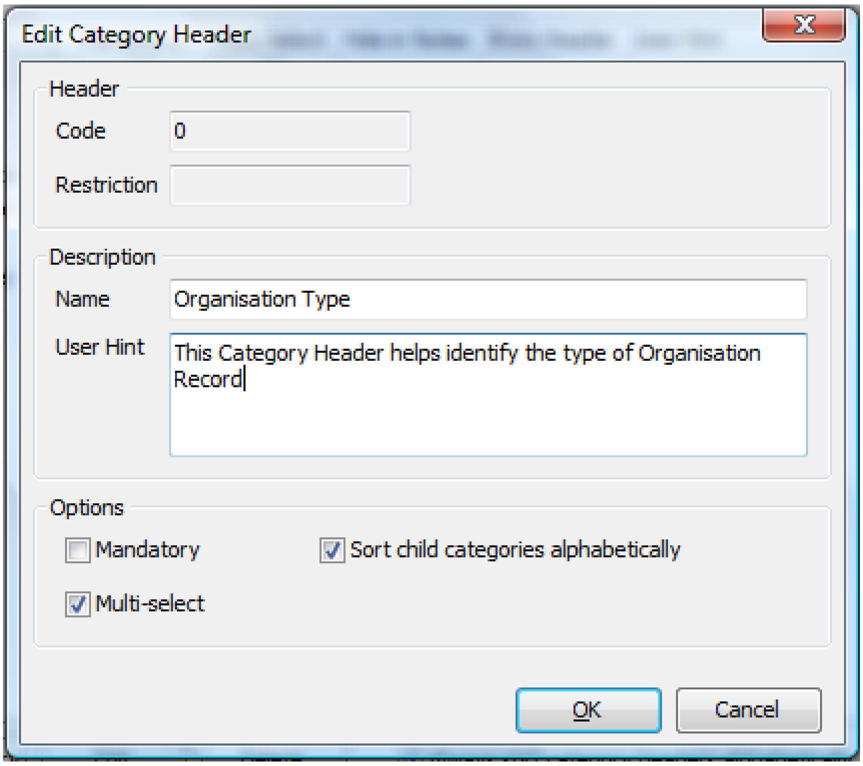
Optional: Configuring for Projects within Organisations

If you wish to allocate money from Receipts or Campaigns to Projects, you may wish to create the Projects as Organisations and have a Category to help select and report upon them.

Tools > Categories... > Module Orgs/Trusts

If you have a Category Header that could already be ideal for holding a Category of "Project", click on the Category Header and click Add Category.

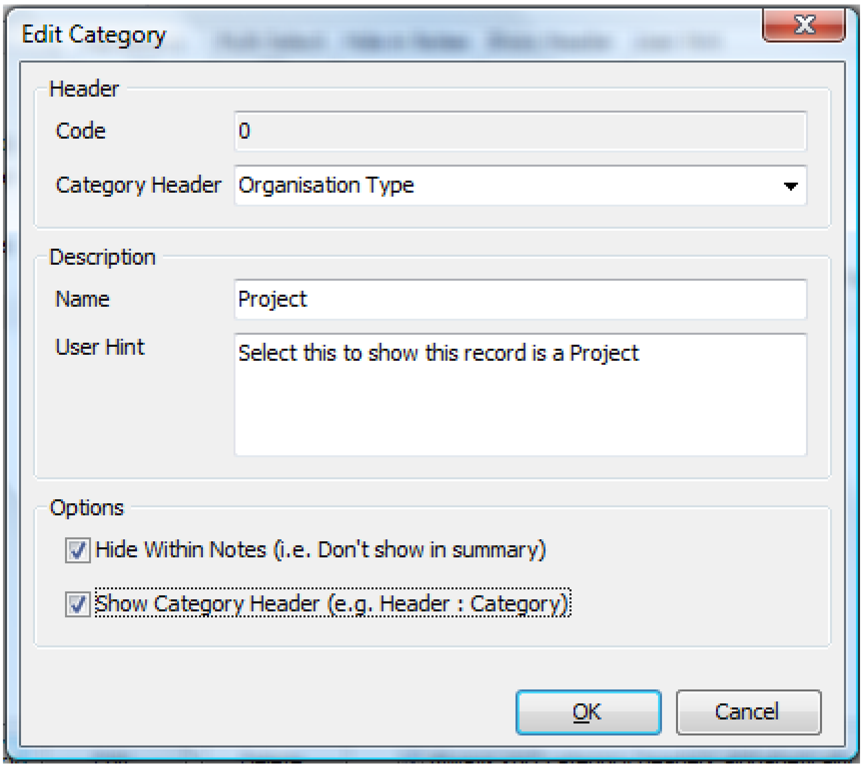
Alternatively, you can create a new Category Header of "Organisation Type" by clicking Add Header and entering details like this:



Click OK to save the Category Header.

Next, to create the Category within it, click on Organisation Type and click Add Category

You could then create a Category that looks like this:



Click 

to save your Category. You may wish to use 

to add more, if you need to.

Setting the Parameters

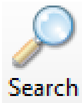
There are no specific Parameters associated with the Allocations Module.

At the time of writing, there is no integration with the Exchequer Integration Pack for this module, as the income is being associated rather than physically paid out.
You can make adjustments within Exchequer to support your Allocations, if you wish.

Identifying potential recipients of Allocations

Individuals as Allocation Recipients

It's easy to identify any Individual as the potential Recipient of an Allocation

>


>


The below instructions assume you placed the Grant Recipient? field on the Main tab, as detailed earlier in this guide.

Tick the 

field to confirm that the chosen Individual is the potential recipient of an Allocation.

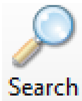
Click 

to save your changes.

If you delete a Gift Aid Declaration from an Individual, remember to check their Receipts and Regular Transactions to ensure you do not need to make adjustments to their Allocations.

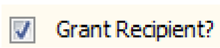
Organisations as Allocation Recipients

It's easy to identify any Organisation as the potential Recipient of an Allocation

>


>


The below instructions assume you placed the Grant Recipient? field on the Main tab, as detailed earlier in this guide.

Tick the 

field to confirm that the chosen Organisation is the potential recipient of an Allocation.

Click Save to save your changes.

Projects as Allocation Recipients

There is no specific functionality to enable a specific Project to be allocated money from Receipts or Campaigns. However, if you create a Project as an Organisation, use the Relate tab to identify it is a “subsidiary” of the parent Organisation, and maybe assign the Project a Category (as shown earlier in this guide) that easily identifies it as a Project.

Go to the Relate tab of the Orgs/Trusts that is running the Project. Then, click Add and select Organisation in the database and click OK.

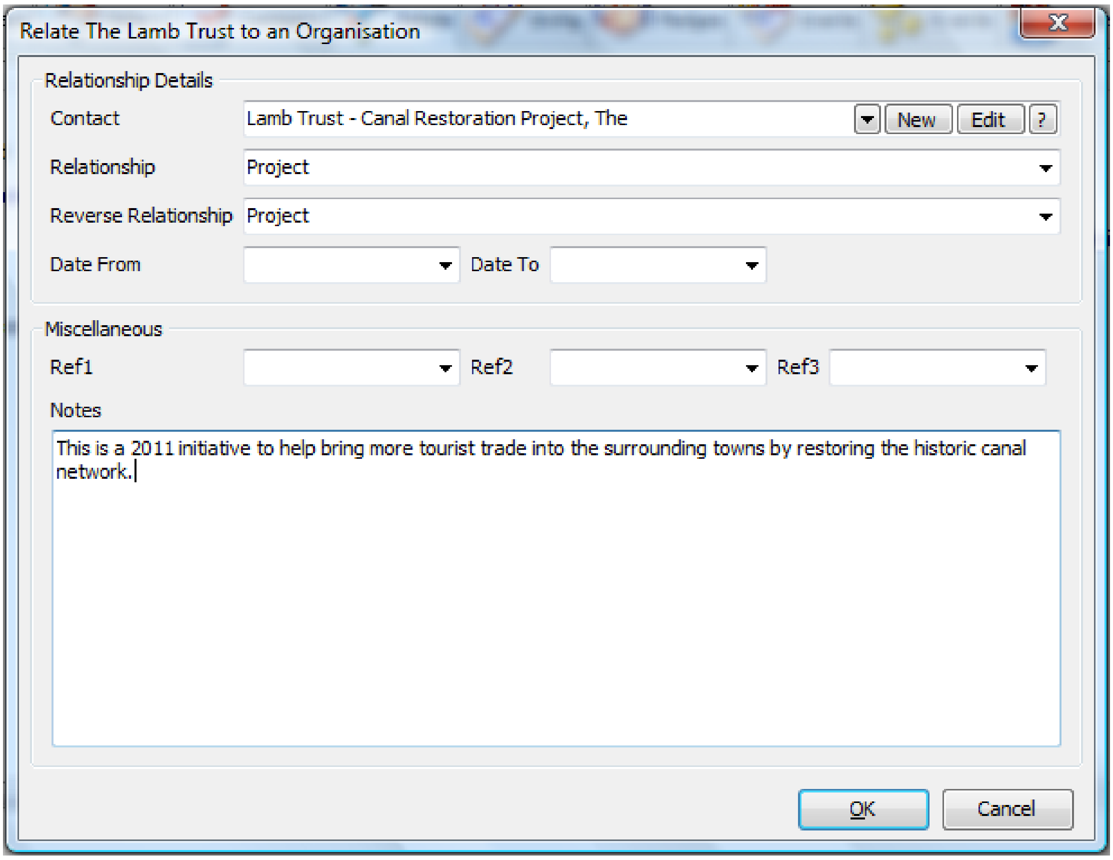
Choose the existing Project in the Contact field, or click New to create a new Project. Record as much detail as you need, but you may only wish to record a Name, like this:

Name The Lamb Trust - Canal Restoration Project

Consider ticking NO MAIL and remember to tick Grant Recipient? .

Click Save to save your Project and X to close the Project.

Within the Relate window, add appropriate relationships and other details, like this:



Finally, click OK to save the Relationship.

When specifically looking to locate Projects, if you use the method we suggest here, you can use the General > 1: Select a Category filter.

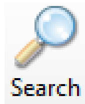
If you would rather not use a Category to identify Projects, consider creating your own customised field instead.

Allocating Funds

You can allocate from Regular Transactions, Receipts or Campaigns to any Organisation or Individual that has been identified as a Grant Recipient.

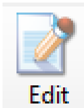
Allocating Funds from a Regular Transaction

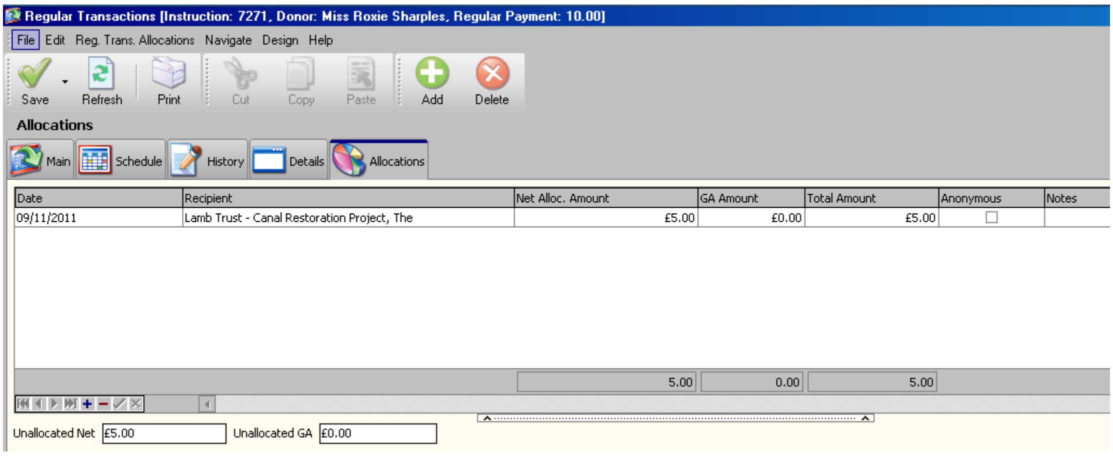
Where you have received a Regular Giving Commitment from someone you will have created a Regular Transaction. If the Supporter has identified they wish to Allocate some or all of each instalment they make to one or more Recipients, you can achieve this from within the Regular Transaction itself.

>


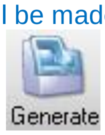
>


Do I have to go to the Regular Transaction section to achieve this?

No, as you can allocate from any  tab and opening the Regular Transaction using  .



On the  tab, click the  button at the base of the Allocations grid to create a new Allocation.

Each Allocation listed here represents allocations that will be made from Receipts created from the Regular Transaction when the  option is used. For example, if the instalment Amount of the Regular Transaction was £10 and the commitment was to give that amount every month for a year, you would only be able to allocate a maximum Net Allocated Amount of £10, as that is the value of each instalment.

The following fields are shown:

Field	Description
Date	This is the date on which the Allocation entry was made.
Recipient	This is the name of the **Organisation** or **Individual** to whom the Allocation is to be made. The list will be limited to only those **Organisations** or **Individuals** who have their **Grant Recipient** field ticked.
Net Allocated Amount	This is the amount of the **Regular Transaction** Instalment that is to be Allocated to the **Recipient**. This figure does not include any Gift Aid that could be claimed or is anticipated.
GA Amount	This is the amount from the anticipated Gift Aid of the **Regular Transaction** instalment that is to be Allocated to the **Recipient**. This figure does not include the actual amount that was given (i.e. the Net Amount).
Total Amount	This is the **Net Allocated Amount** + **GA Amount**.
Anonymous	Tick this box if you wish the name of the Contact associated with the **Receipt (**that will be created from the **Regular Transaction**) to be withheld from the **Recipient**.
Notes	Use this field to record any miscellaneous notes associated with this Allocation.

The total listed Net Allocated Amount, GA Amount and Total Amount are shown at the bottom of the grid.

Below the Allocations grid, you will also see the following fields:

Field	Description
Unallocated Net	This is the **Amount** from the  tab minus the total of the **Net Allocated Amount** from the **Allocations** grid.
Unallocated GA	This is the Gift Aid Claimed (or Gift Aid To Be Claimed) amount associated with the **GA Amount** from the  tab minus the total of the **GA Amount** from the **Allocations** grid.

Click  to save your changes.

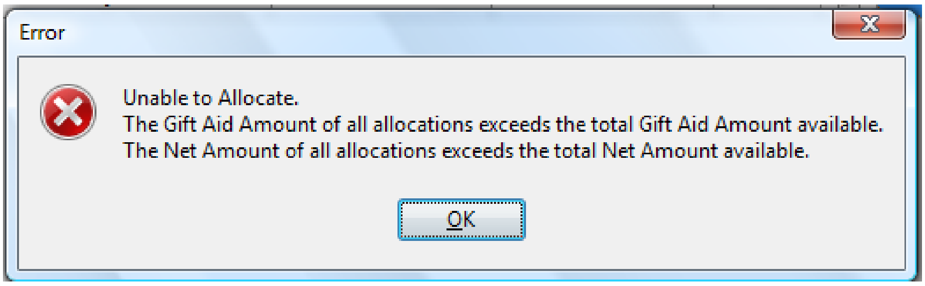
You will not be able to save the Allocation(s) if:

1) The sum of the Net Allocated Amount(s) is greater than the original Regular Transaction value (Amount)

and/or

2) The sum of the GA Amount(s) is greater than the potential instalment Gift Aid To Be Claimed amount for the whole Regular Transaction instalement.

Under such circumstances, you will see a message like this:



To overcome this, you will need to adjust the Allocations listed until there are sufficient funds within the Regular Transaction instalment to cover the Allocations.

If you adjust the Amount of a Regular Transaction, remember to check the 

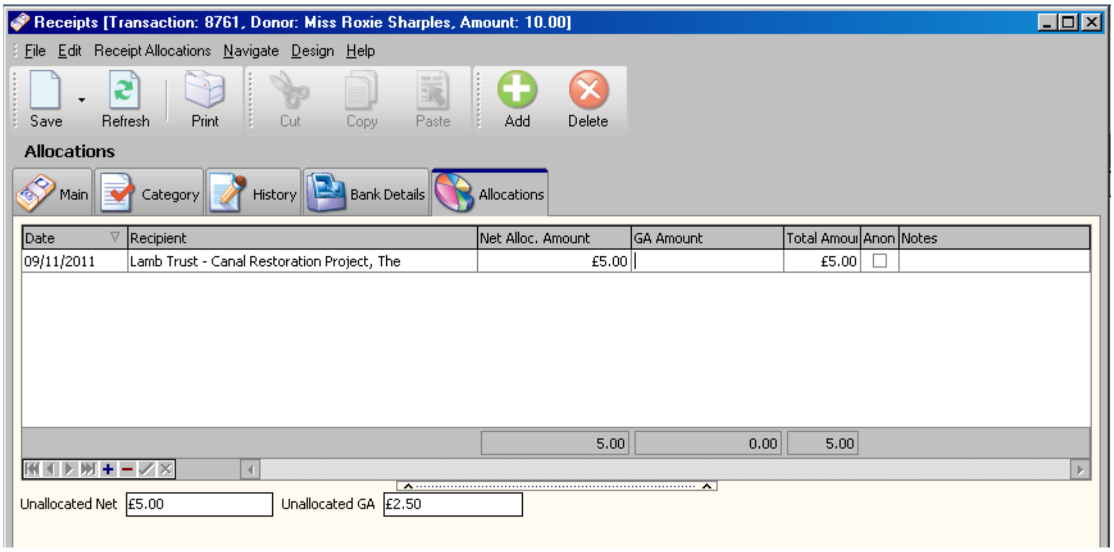
to ensure you do not need to make adjustments to the Allocations listed.

Creating the Receipt from the Regular Transaction

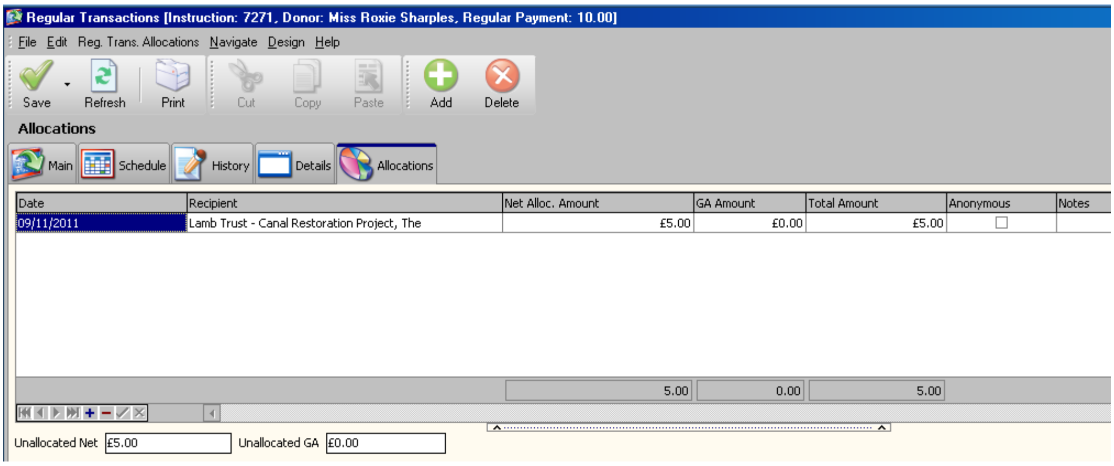
When you create an Allocation within a Regular Transaction, you are specifying the Allocations you wish to be made within the Receipts created from it.

To create a Receipt from a Regular Transaction, use the 

option. This will create a Receipt that looks like this:

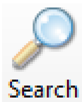


… from a Regular Transaction that looks like this:



Allocating Funds from a Receipt

Where you have received income within a specific Receipt that you wish to Allocate to one or more Recipients, you can achieve this from within the Receipt itself.

>


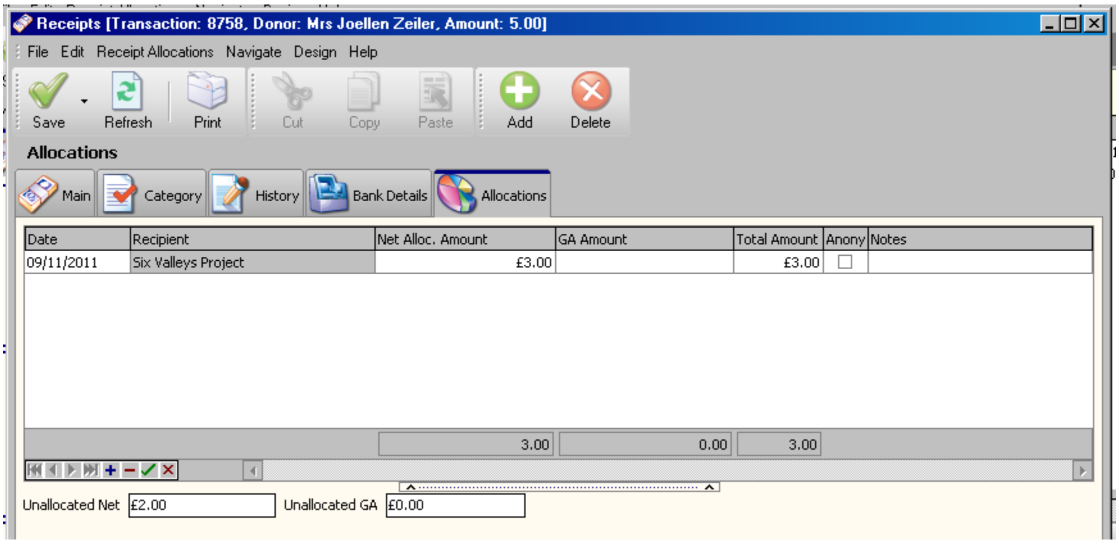
>


Do I have to go to the Receipt section to achieve this?

No, as you can allocate from any 

tab and opening the Receipt using 

.



On the  tab, click the  button at the base of the Allocations grid to create a new Allocation.

The following fields are shown:

Field	Description
Date	This is the date on which the Allocation was made to the **Recipient**.
Recipient	This is the name of the **Organisation** or **Individual** to whom the Allocation has been made. The list will be limited to only those **Organisations** or **Individuals** who have their **Grant Recipient** field ticked.
Net Allocated Amount	This is the amount of the **Receipt** (Donation) that is being Allocated to the **Recipient**. This figure does not include any Gift Aid that has been claimed or is anticipated.
GA Amount	This is the amount from the anticipated Gift Aid or the Gift Aid that has been claimed (no distinction is made) of the **Receipt** (Donation) that is being Allocated to the **Recipient**. This figure does not include the actual amount that was given (i.e. the Net Amount).
Total Amount	This is the **Net Allocated Amount** + **GA Amount**.
Anonymous	Tick this box if you wish the name of the Contact associated with the **Receipt** to be withheld from the **Recipient**.
Notes	Use this field to record any miscellaneous notes associated with this Allocation.

The total listed Net Allocated Amount, GA Amount and Total Amount are shown at the bottom of the grid.

Below the Allocations grid, you will also see the following fields:

Field	Description
Unallocated Net	This is the **Net Amount** from the  tab minus the total of the **Net Allocated Amount** from the **Allocations** grid.
Unallocated GA	This is the Gift Aid Claimed (or Gift Aid To Be Claimed) amount associated with the **GA Amount** from the  tab (whether outstanding or claimed) minus the total of the **GA Amount** from the **Allocations** grid.

Click 

to save your changes.

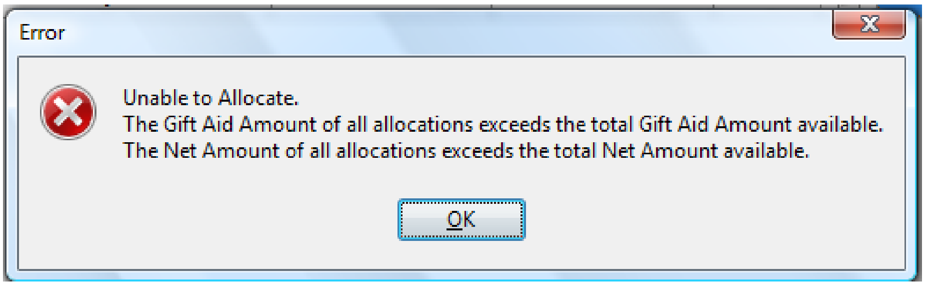
You will not be able to save the Allocation(s) if:

3) The sum of the Net Allocated Amount(s) is greater than the original Receipt value (Net Amount)

and/or

4) The sum of the GA Amount(s) is greater than the Gift Aid Claimed (or Gift Aid To Be Claimed) amount for the whole Receipt.

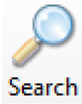
Under such circumstances, you will see a message like this:



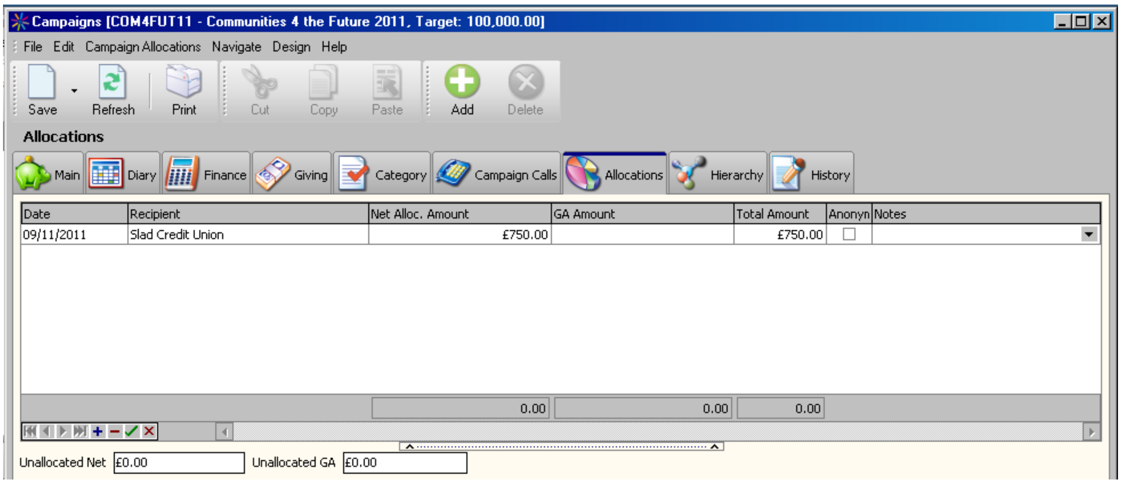
To overcome this, you will need to adjust the Allocations listed until there are sufficient funds within the Receipt to cover the Allocations.

Allocating Funds from a Campaign

Where you have unallocated income associated with a specific Campaign that you wish to Allocate to one or more Recipients, you can achieve this from within the Campaign itself.

>


>

On the  tab, click the  button at the base of the Allocations grid to create a new Allocation.

The following fields are shown:

Field	Description
Date	This is the date on which the Allocation was made to the **Recipient**.
Recipient	This is the name of the **Organisation** or **Individual** to whom the Allocation has been made. The list will be limited to only those **Organisations** or **Individuals** who have their **Grant Recipient** field ticked.
Net Allocated Amount	This is the amount that is being Allocated to the **Recipient**. This figure does not include any Gift Aid that has been claimed or is anticipated from **Receipts** that have been associated with this **Campaign**.
GA Amount	This is the amount from the anticipated Gift Aid or the Gift Aid that has been claimed (no distinction is made) of the **Receipt** (Donations) that are associated with this Campaign, that is being Allocated to the **Recipient**. This figure does not include the actual amount that was given (i.e. the Net Amounts).
Total Amount	This is the **Net Allocated Amount** + **GA Amount**.
Anonymous	Tick this box if you wish the name of the **Campaign** to be withheld from the **Recipient**.
Notes	Use this field to record any miscellaneous notes associated with this Allocation.

The total listed Net Allocated Amount, GA Amount and Total Amount are shown at the bottom of the grid.

Below the Allocations grid, you will also see the following fields:

Field	Description
Unallocated Net	This is the **Net Amount** from the Main tabs of the **Receipts*** associated with this **Campaign** minus the total of the **Net Allocated Amount** from the **Allocations** grid.
Unallocated GA	This is the Gift Aid Claimed (or Gift Aid To Be Claimed) amount associated with the **GA Amount** from the Main tabs of the **Receipts*** associated with this **Campaign** (whether outstanding or claimed) minus the total of the **GA Amount** from the **Allocations** grid.

When I Allocate from a Campaign, how does it know which Receipts to Allocate from?

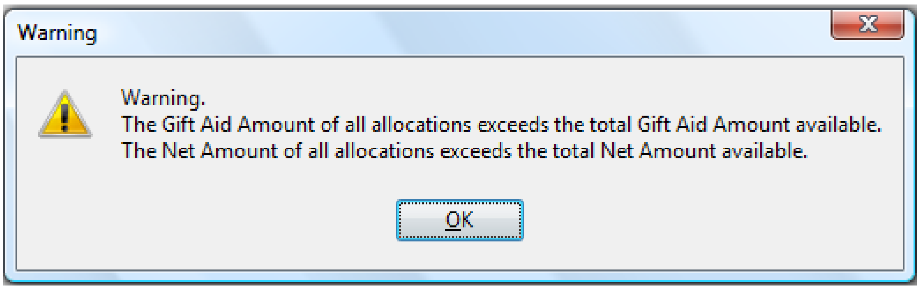
It doesn't allocate from individual Receipts. It looks to all unallocated funds in Receipts that are allocated to the Campaign and adds these together. It then deducts the funds of Allocations directly entered against the Campaign and then considers this to be the "pot" of money from which you could Allocate.

Click Save to save your changes.

Unlike Allocations within Receipts, you can allocate more than the Campaign currently has to offer. This is a deliberate feature of the Module, as if you wish to allocate within restrictions, you should do so from individual Receipts.

This feature is to satisfy historical compatibility with v3 and allow flexibility for those who need it, where the overall source of the funds is irrelevant.

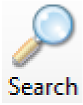
However, should you over-allocate, you will be warned:



Viewing Allocated Funds

You can view the funds that have been allocated to a Recipient by going to their Contact record.

Allocations to an Individual Recipient

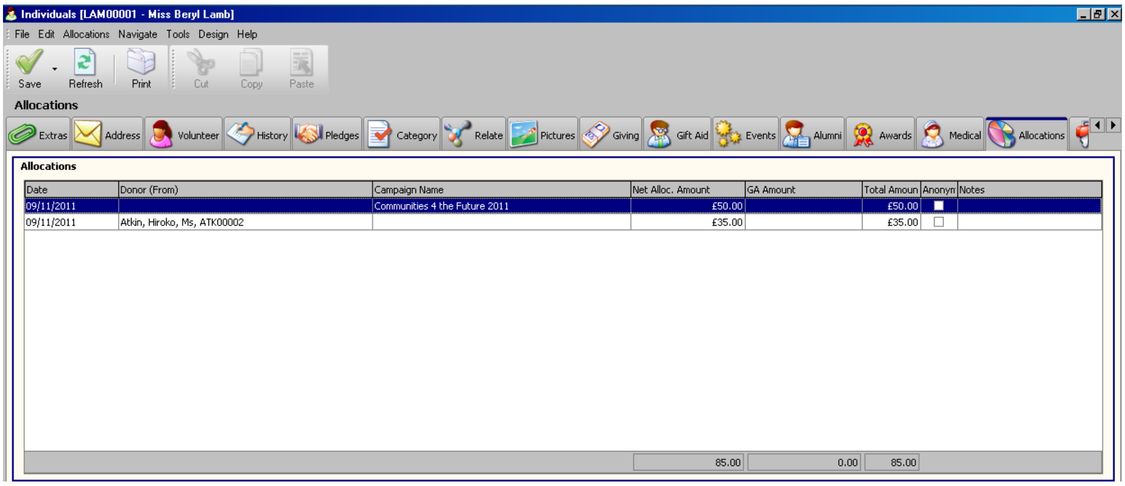
>


>


Locate the Individual who is the Recipient and go to their 

tab.

Here you can see all the Allocations made to the Individual, whether from Receipts or Campaigns.



The following fields are displayed:

Field	Description
Date	This is the date on which the Allocation was made to this **Recipient**.
Donor (From)	This is the name of the **Organisation** or **Individual** from whom the Allocation has been made.
Campaign Name	This is the name of the **Campaign** from which the Allocation has been made.
Net Allocated Amount	This is the amount that is being Allocated to this **Recipient** that has come from **Net Amounts** (i.e. not Gift Aid)
GA Amount	This is the amount that is being Allocated to this **Recipient** that has come from anticipated Gift Aid (or the Gift Aid that has been claimed).
Total Amount	This is the **Net Allocated Amount** + **GA Amount**.
Anonymous	This box will be ticked if you wish the name of the **Campaign** to be withheld from this **Recipient**.
Notes	Use this field to record any miscellaneous notes associated with this Allocation.

The total listed Net Allocated Amount, GA Amount and Total Amount are shown at the bottom of the grid.

Procedure Guides

This section provides a step-by-step guide to common tasks. In many cases there can be more than one way to achieve the same result, and the guides provide just one approach.
Consider tailoring these procedures to your own needs and creating your own guides. Some of the procedures will assume you have followed the setup instructions in the main body of the User Guide.

Identifying an Individual as a Recipient

In this example, we are going to locate an Individual who is to be the Recipient of Allocations.

1) Individuals > Search > Edit

2) On the Main tab, click Grant Recipient?

3) Click Save to save your changes

Are you a whizz on the keyboard? Speed up your processing time by using:
CTRL – E Save and close the record you are in

Identifying an Organisation as a Recipient

In this example, we are going to locate an Organisation who is to be the Recipient of Allocations.

1) Orgs/Trusts > Search > Edit

2) On the Main tab, click Grant Recipient?

3) Click Save to save your changes

Are you a whizz on the keyboard? Speed up your processing time by using:
CTRL – E Save and close the record you are in

Creating a Project and identifying it as a Recipient

In this example we are going to find an existing Organisation and create a new Project for it that is to be a Recipient of Allocations.

Finally, click OK to save the Relationship.

1) Orgs/Trusts > Search > Edit

2) Go to the Relate and click Add

3) Select Organisation in the database and OK

4) Click New

5) Enter the Name of the Project, tick NO MAIL and Grant Recipient?

6) Click Save and X (or Ctrl – E on your keyboard)

7) Enter "Project" into the Relationship and Reverse Relationship fields, and enter any additional information you may need in the Notes field

8) Click OK to save the relationship

9) Click Save and X (or Ctrl – E on your keyboard)

Allocating Income from a Receipt to a Recipient

In this example, we are going to allocate money from a Receipt to Recipients. Whilst we are locating the Receipt within the Receipts Section here, you could perform the same operation from within a Receipt from an Individual or Organisation record.

1) Receipts > Search > Edit

2) Main or Allocations

3) Click + in the Allocations grid

4) Adjust the Date if required

5) Choose the Recipient from the drop-down list, using (or create a New one)

6) Enter any amount you are Allocating from the Net income in Net Alloc. Amount

7) Enter any amount you are Allocating from the Gift Aid claimed (or still to be claimed) in the GA Amount

8) If the Donor wishes to remain Anonymous to the Recipient, click Anonymous

9) Enter any relevant Notes in the Notes field

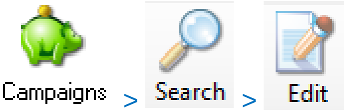
10) Repeat steps 3 to 9 for any other Allocations

11) Click Save and X

Are you a whizz on the keyboard? Speed up your processing time by using:
CTRL – E Save and close the record you are in

Allocating income from a Campaign to a Recipient

In this example, we are going to allocate money from a Campaign to Recipients, in isolation of any specific Receipt(s).

1) 

2) 

3) Click in the Allocations grid

4) Adjust the Date if required

5) Choose the Recipient from the drop-down list, using (or create a New one)

6) Enter any amount you are Allocating from the Net income in Net Alloc. Amount

7) Enter any amount you are Allocating from the Gift Aid claimed (or still to be claimed) in the GA Amount

8) If you do not wish the Recipient to know which Campaign you have Allocated the money from, click 

9) Enter any relevant Notes in the Notes field

10) Repeat steps 3 to 9 for any other Allocations

11) Click 

and

Are you a whizz on the keyboard? Speed up your processing time by using:
CTRL – E Save and close the record you are in

Identifying the Allocations to Made to an Individual

In this example, we will locate an Individual who could potentially have Allocations.

1) Individuals > Search > Edit

2) Allocations

If you want to narrow your initial search, consider using Filters > Allocations > Allocations: Individual Recipients List to locate potential Recipients.

Identifying the Allocations to Made to an Organisation

In this example, we will locate an Organisation who could potentially have Allocations.

1) Orgs/Trusts > Search > Edit

2) Allocations

If you want to narrow your initial search, consider using Filters > Allocations > Allocations: Organisational Recipients List to locate potential Recipients.